RI Next Generation Science Assessment (NGSA)
Test Coordinator Training

Spring 2022 Administration

RIDE Rhode Island Department of Education

Welcome

- Training Purpose
  - Outline key concepts and tasks for preparation and administration of NGSA.
  - Familiarize participants with processes in NGSA TIDE.
- Training Objectives for Participants
  - To understand the state policies and procedures particular to NGSA and how to use them to guide local policies and administration.
  - To increase understanding of NGSA and administration responsibilities through opportunities to ask questions about any aspect of NGSA.
  - To gain experience in NGSA TIDE.

RIDE Team

General Inquiries: assessment@ride.ri.gov

Team Member	Specialty	Email	Phone
Jackie Branco	NAEP, Data Quality	Jacqueline.Branco@ride.ri.gov	401-222-4685
Heather Heineke	PSAT10/SAT School Day, DLM, Accommodations	Heather.Heineke@ride.ri.gov	401-222-8493
Ana Karantonis	ACCESS/Alternate ACCESS for ELs, Psychometrics	Ana.Karantonis@ride.ri.gov	401-222-8490
Kamlyn Keith	RICAS, NGSA	Kamlyn.Keith@ride.ri.gov	401-222-8413
Erin Escher	Science specialist, NGSA content	Erin.Escher@ride.ri.gov	401-222-8168
Phyllis Lynch, PhD	Director: Office of Instruction, Assessment, and Curriculum	Phyllis.Lynch@ride.ri.gov	401-222-4693

RIDE Rhode Island Department of Education

Housekeeping

- Webinar recording and slide deck will be posted to www.ride.ri.gov/assessment-training soon after the training.

- Questions will be answered after each section.
  - Questions should be shared as they arise through the "Questions" feature.
  - We will pause after each section to review and answer them.

- PDFs of materials are available in the "Handouts" section, and are posted on the RIDE website where indicated throughout this session.

- We will have a short break midway through the training.

Agenda

1. **NGSA Assessment Overview**
   - General Information about NGSA
   - Test Design
   - NGSA Reporting: NGSA Reporting System and RIADP
   - Sites to Bookmark
   - Changes for Spring 2022 Administration

2. **Before Testing: How to Prepare for NGSA Assessments**
   - Scheduling and Test Environments
   - Personnel: Roles, Responsibilities, and Training
   - NGSA TIDE Overview
   - Student Test Settings Process
   - Preparing Technology
   - Test Security
   - Students and Families

3. **During Testing: How to Administer NGSA Assessments**
   - General Tasks During Testing
   - NGSA TIDE Reports
   - Test Security and Testing Irregularities
   - Support During Testing

4. **After Testing: How to Close Out NGSA Assessments**
   - Materials
   - Data Entry Interface
   - Close-Out

5. **Questions**

NGSA Assessment Overview

NGSA and the Rhode Island State Assessment Program

This table displays all tests by grade level and content area that are included in the Rhode Island State Assessment Program (RISAP).

| | ACCESS 2.0 for ELs *English language proficiency* | Alternate Assessments | | | | | | | |
		Alternate ACCESS for ELs *English language proficiency*	DLM *ELA and math*	DLM *science*	NAEP	NGSA *Science*	RICAS *ELA and math*	PSAT™10 *reading and math*	SAT® School Day *Reading, writing, and math*
Kindergarten	K								
1	1	1							
2	2	2							
3	3	3	3				3		
4	4	4	4		4		4		
5	5	5	5	5		5	5		
6	6	6	6				6		
7	7	7	7				7		
8	8	8	8	8	8	8	8		
9	9	9							
10	10	10						10	
11	11	11	11	11		11			11
12	12	12							

RIDE Rhode Island Department of Education

RI Next Generation Science Assessment (RI NGSA)

- What?
  - The Rhode Island Next Generation Science Assessment (NGSA) is a high-quality assessment that assesses students' understanding of the Next Generation Science Standards (NGSS), measuring students' science knowledge as well as their ability to think critically, analyze information, and solve complex problems:
    - *Science & Engineering Practices (SEP)* were designed to set forth the knowledge and skills required for students to succeed in jobs and opportunities in science, technology, engineering, and mathematics
    - *Disciplinary core ideas (DCI)* are the fundamental ideas that are necessary for understanding a particular science discipline
    - *Crosscutting concepts (CCC)* are the concepts connect across different disciplines or situations that students can use to connect new learning to prior experience
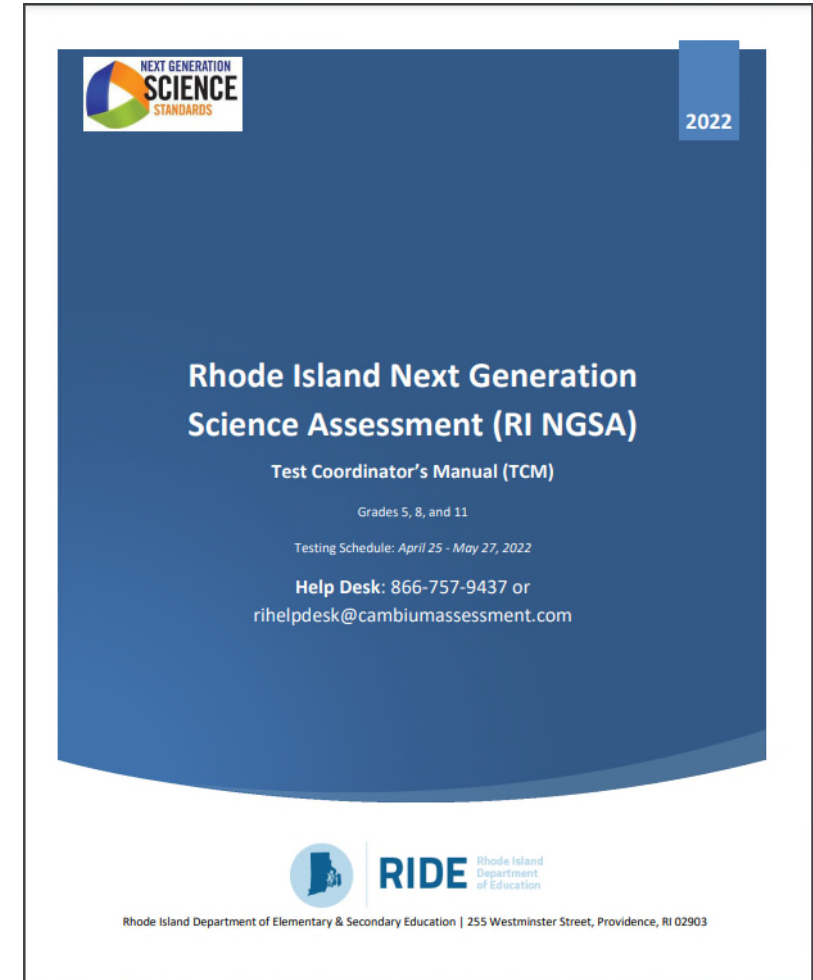 - Rhode Island and Vermont partnered to develop this assessment, built with items developed by ten states

RI Next Generation Science Assessment (RI NGSA)

- Why?
  - Provides a valid and reliable mechanism to measure student learning in the domains of science in alignment with the NGSS
  - Schools and districts can analyze results to inform local curricular and instructional choices regarding areas of strength and areas for growth
  - Students and families review student achievement in relation to academic standards through the Individual Score Reports (ISRs) which can inform discussions with teachers and instructional planning to better support student learning
  - Fulfills federal requirements for high-quality statewide assessment of science in elementary, middle, and high school

RI Next Generation Science Assessment (RI NGSA)

- When?
  - Administered annually each spring in a four-week testing window
  - Prior administrations*: 2017-18 field test, 2018-19, and 2020-21 *(*2019-20 was canceled due to the pandemic)*
- How?
  - Computer/device-based testing through a secure application
  - Paper-based format available for students whose IEP documents that accommodation

NEXT GENERATION
SCIENCE
STANDARDS

2022

Rhode Island Next Generation Science Assessment (RI NGSA)

Test Coordinator's Manual (TCM)

Grades 5, 8, and 11

Testing Schedule: *April 25 - May 27, 2022*

Help Desk: 866-757-9437 or rihelpdesk@cambiumassessment.com

RIDE Rhode Island Department of Education

Rhode Island Department of Elementary & Secondary Education | 255 Westminster Street, Providence, RI 02903

RIDE Rhode Island Department of Education

RI NGSA Test Design

- Grades 5, 8, and 11 tests assess students' understanding of the NGSS across the corresponding grade band (3-5, 6-8, and high school)

- Students at each grade will be presented both item clusters and stand-alone items
  - Item clusters include a stimulus and a series of questions that generally take students about 6-12 minutes to complete
  - Stand-alone items are shorter and generally take 1-3 minutes to complete

- All items ask students to use science and engineering practices and apply their understanding of disciplinary core ideas and crosscutting concepts to make sense out of real-world phenomena

- Student experience for Spring 2022
  - 4 segments will create 2 distinct sessions of equal length that will appear as separate tests in the Test Administrator Interface.
  - Content for each session will cover the three domains (Life Sciences, Physical Sciences, Earth/Space Sciences) and their performance expectations.
  - Variety of item types including simulations and animations.
  - Segments, and the items within each segment, are assigned randomly.
  - On average, students will receive 8 standalones and 4 clusters per session; some may be field test items.

  Resources
  - RI NGSA Portal: Student Practice Tests - https://ript.tds.cambiumast.com/student
  - NGSA Item Type Tutorials: https://ri.portal.cambiumast.com/resources/training-resources/item-type-tutorials
  - RIDE Website: NGSA Assessment Test Design and Reporting Categories – www.ride.ri.gov/NGSA

RIDE Rhode Island Department of Education

NGSA: Item Clusters

- Each cluster begins with a **phenomenon**, which anchors the entire cluster. The interactions within the cluster all address the phenomenon.

- Each cluster engages the student in a grade-appropriate, meaningful **scientific activity** aligned to a specific standard.

- A **cluster task statement** comes at the end of the stimulus and an overview of the point of the cluster.

- Each interaction in the cluster **aligns** to at least two of the three dimensions (SEP, DCI, CCC), and if possible all three.

NGSA: Standalone Items

- Allow more performance expectations (PEs) to be assessed on a test
- Are 2 or 3 dimensional
- Can have multiple parts
- Computer Scored

Science Interim Assessments

www.ride.ri.gov/Science-Interims

- Science Interim Assessments that were offered this fall for this school year use the same platforms and have the same item types as NGSA.
  - 54 NGSS Interim Assessments representing Earth/Space, Life, and Physical Sciences.
  - Each contains one item cluster.
  - Each cluster includes a phenomena-based scenario and several item interactions.
  - Each cluster is aligned to a single NGSS Performance Expectation (PE).
- All the accommodations and accessibility features offered on the NGSS Summative Assessments are available on the NGSS Interim Assessment, including Text-to-Speech.

Science Interims Resources

LEA Science Interim Assessment Support Session Resources

Download the **Slide Deck: RI NGSS Interim Assessment Support Overview** [PPTX] or review the **Recording: RI NGSS Interim Assessment Support Overview** [MP4].

All PDF resources can be found on the **RI SCIENCE ASSESSMENT PORTAL**

TEACHERS
- **Assessment Viewing Application (AVA) Guide**: how to review items before assigning
- **Assessment Viewing Application**: access items here
- **NGSS Interim Bank 2021**: review and align Interims with grade level scope and sequence
- **Interim Quick Guide**: how to administer interim items
- **Interim Reporting Guide**: how to review student responses and over all item performance
- **Student Login URL - https://ri.tds.cambiumast.com/student**: use this link in a regular browser; the Interims platform does not use the NGSA Secure Browser

ADMINISTRATORS
- **Test Information Distribution Engine (TIDE) User Guide**: This guide is designed to navigate TIDE, assign student accommodations, and manage rostering
- **TIDE - Understanding and Creating Rosters User Guide**: This brochure provides information about managing rosters
- **TIDE – Creating Rosters Slide Deck**: This module provides information about creating rosters
- For information on creating a desktop Secure Browser please visit **https://ri.portal.cambiumast.com/coordinators.html**
- **Student Login URL - https://ri.tds.cambiumast.com/student**: use this link in a regular browser; the Interims platform does not use the NGSA Secure Browser

RIDE
Rhode Island
Department
of Education

NGSA Reporting

Type	When	Description	Source
Early Reporting	Summer	• Student-level data • No scale scores or growth • School-level embargoed aggregate data	• NGSA Reporting System • Recommend rostering students so teachers can see results
Students' Individual Score Reports (ISRs)	Fall	• Scale scores • Overall achievement levels • Performance Levels by Science Discipline	• Paper copy mailed to districts • PDFs: NGSA Reporting System • Send copy to outplacements
Confidential Release	Fall	• District and school administrator access to student-level and aggregate data in SDP • District-level and state-level embargoed aggregate data in NGSA Reporting System	• RIDE Portal's Student Data Portal app • NGSA Reporting System
Public Release	Fall	• Public access to aggregate performance level data at the school, district, and state levels	RI Public Assessment Data Portal
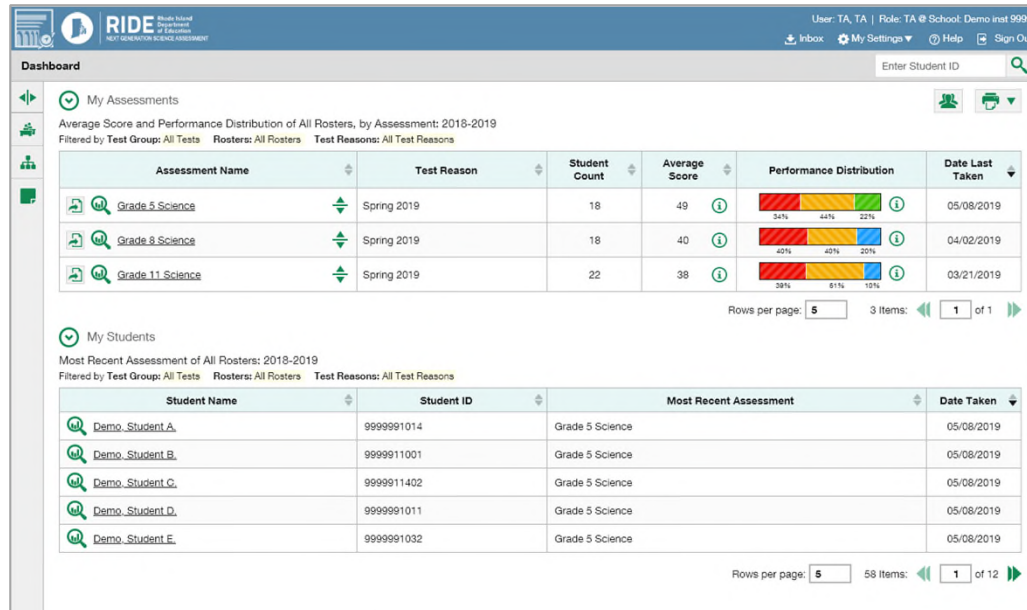
* Remember that **all assessment data**, scale scores, proficiency levels, etc., should be used in conjunction with other data sources – attendance, local achievement data, observations – when making instructional decisions.

RIDE Rhode Island Department of Education

NGSA Reporting System: Layout

https://ri.reporting.cambiumast.com/

Teacher Dashboard—all test results for all the teacher's students in two separate tables.

School & District Dashboard—all test results for all the students in the school, or all schools in the district, in one table.

Navigating the NGSA Reporting System

Important – the system defaults to display the students where they are as of the day you log in. For this reason, many of you will have to update the Reporting Time Period. Go to the upper right, <Settings> choose, <Change Reporting Time Period> enter a date when all students were registered such as June 1.
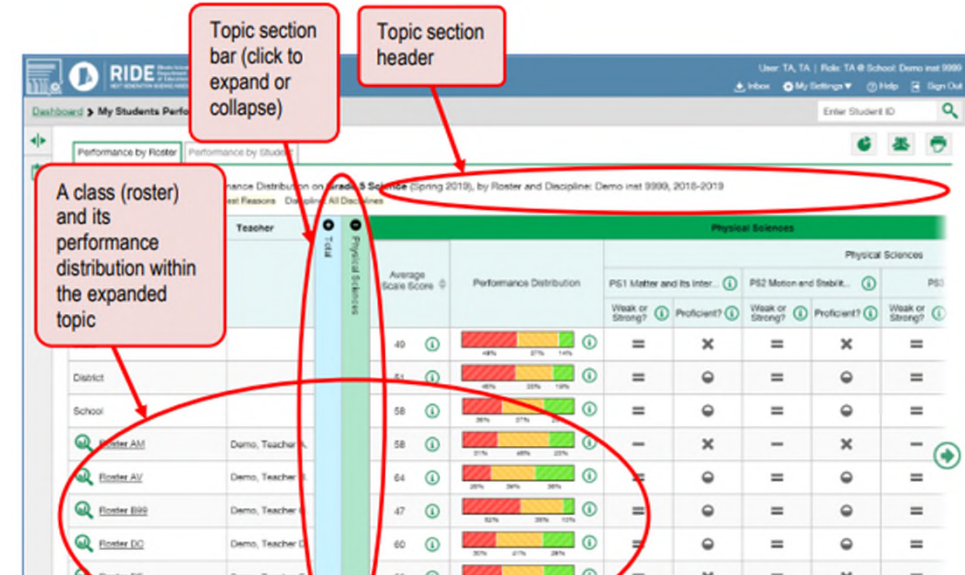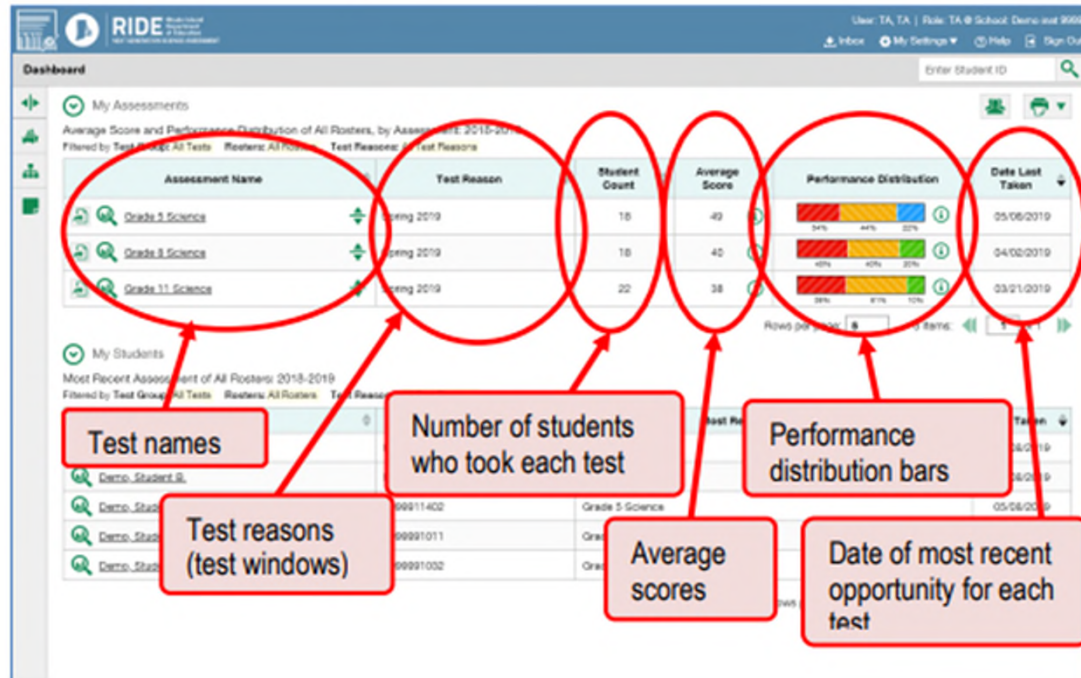
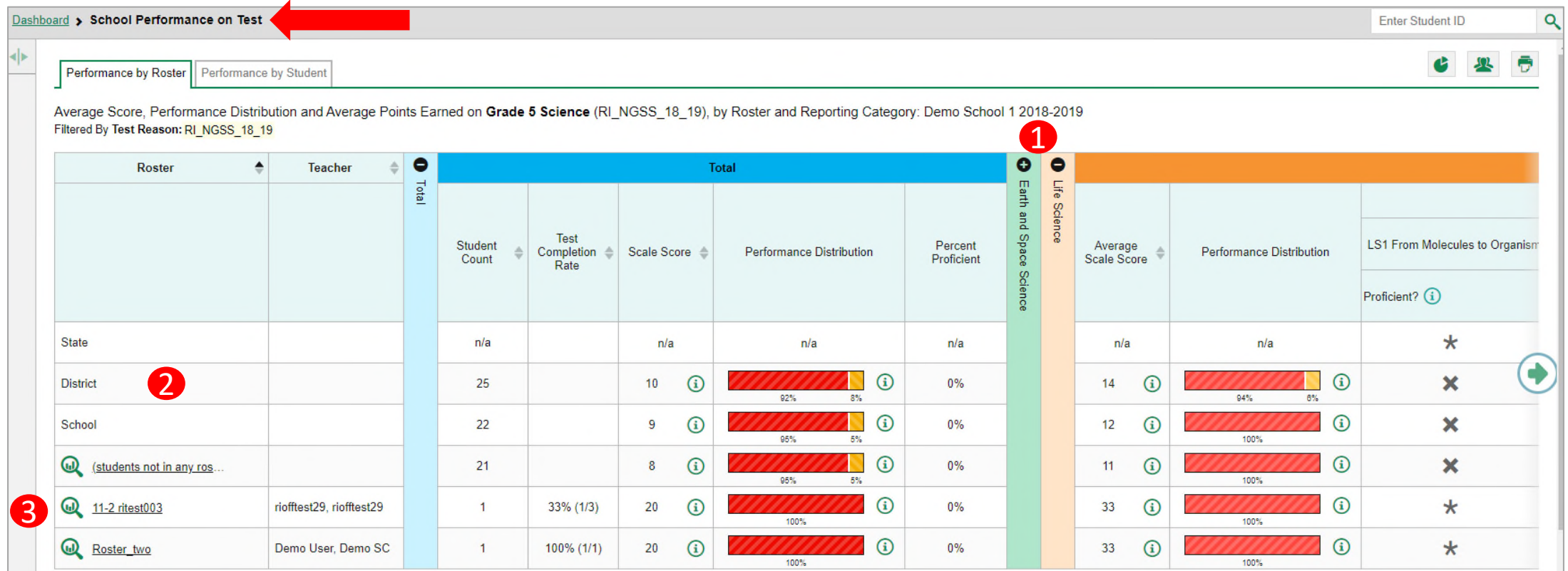1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period**. The *Reporting Time Period* window appears (see Figure).

Figure 47. Reporting Time Period Window

NGSA Reporting System: Results Dashboard

NGSA Reporting System:
Target Report and Measurement Sub-Columns

NGSA Reporting System: How to Use NGSA Data?

Identify overall strengths and weaknesses for each domain performance expectation at each grade band

			Physical Science					
							Physical Science	
	Average Scale Score	Performance Distribution	PS1 Matter and Its Interactions ⓘ		PS2 Motion and Stability: Forces and Interactions ⓘ		PS3 Energy ⓘ	
			Proficient? ⓘ	Weak or Strong? ⓘ	Proficient? ⓘ	Weak or Strong? ⓘ	Proficient? ⓘ	Weak or Strong? ⓘ
State	51 ⓘ	41% 49% 10% ⓘ	✖	✚	✖	✚	✖	═
District	59 ⓘ	29% 57% 14% ⓘ	⊖	═	✓	✚	⊖	━
School	59 ⓘ	29% 57% 14% ⓘ	⊖	═	✓	✚	⊖	━

Legend:
- ✓ Above the Proficiency Standard
- ⊖ At/Near Proficiency Standard
- ✖ Below the Proficiency Standard
- ✱ Insufficient Information
- ✚ Area of Strengths
- ═ Performance is similar to performance on the test as a whole
- ━ Area of Weakness
- ✱ Insufficient Information

PRIMARY FOCUS
Look into the instruction of this performance expectation

SECONDARY FOCUS
There is room for improvements with this performance expectation

Celebrate success and continue with existing instruction

RIDE Rhode Island Department of Education

20

Quick Review of NGSA Data: RI ADP and SDP

User guides posted at www.ride.ri.gov/Assessment-Results

- Dynamic tool to review assessment results
  - RI Assessment Data Portal (public): www.ride.ri.gov/riadp
  - Student Data Portal (confidential, educators only): https://portal.ride.ri.gov
- Suggested RIADP Activity for NGSA:
  - Find your district/school.
  - Compare 2018-19 and 2020-21.
  - Review all students / all grades, as well as various student groups and grade levels.
  - Questions for consideration:
    - What stands out?
    - What might you want to analyze further?
    - What is surprising?
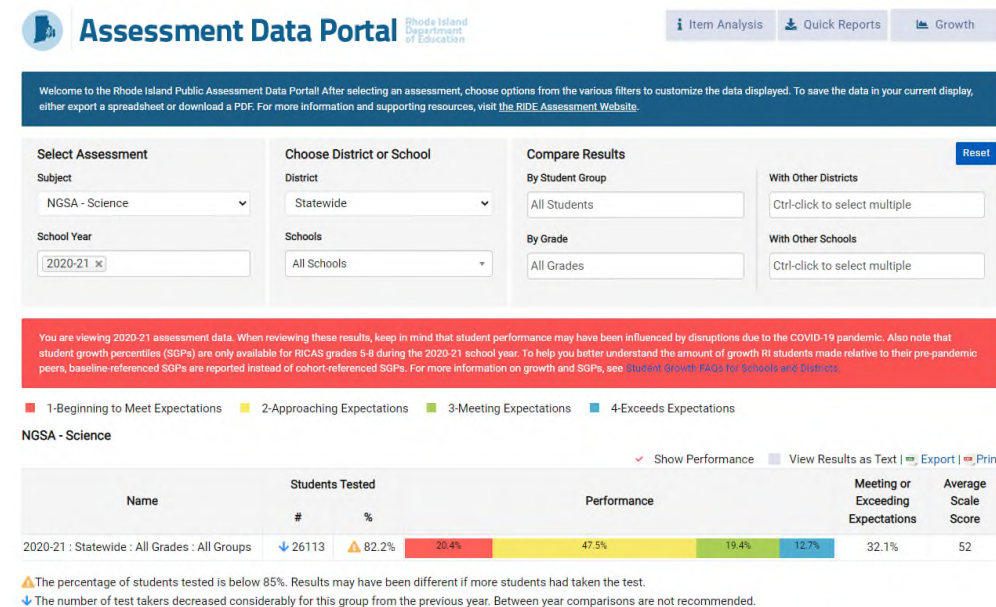
Activity: Quick Share-Out

www.ride.ri.gov/TCTrainingNGSAReporting
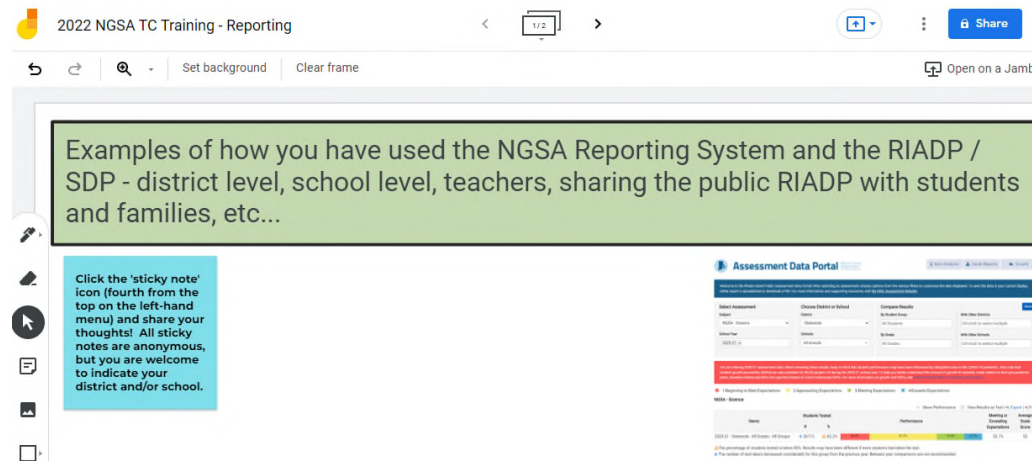
- Share out via Jamboard examples of how you have used these tools and any benefit or feedback on them.

- Questions to consider:
  - Have you used the public RI Assessment Data Portal, the confidential Student Data Portal, or the NGSA Reporting System?
  - Have your teachers used the RIADP, the SDP, or the NGSA Reporting System?
  - Have you shared the public RIADP with families?
  - How can RIDE support use and understanding of the RIADP and SDP in your district/school?
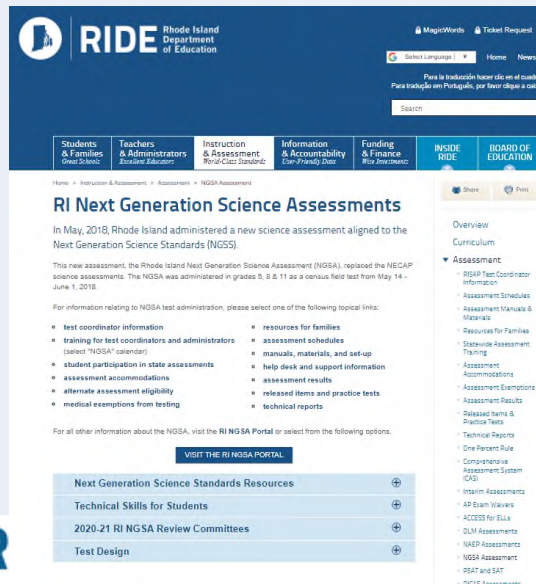
Sites to Bookmark

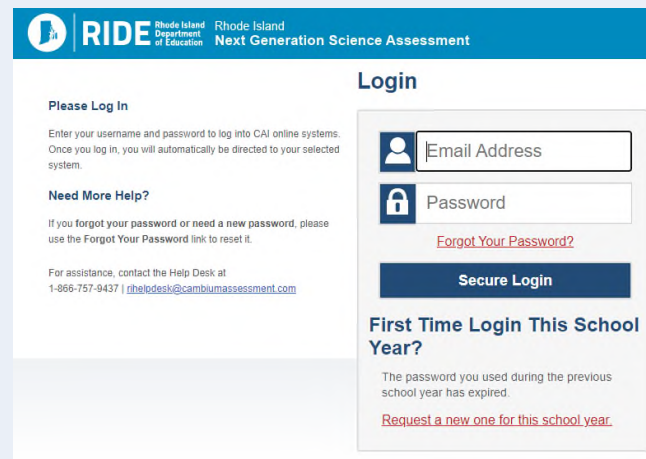| NGSA – RIDE Website	RI NGSA TIDE	RI NGSA Portal
www.ride.ri.gov/ngsa	https://ri.tide.cambiumast.com/	http://ri.portal.cambiumast.com
Links to pages: • Test coordinator information • Manuals and materials by role (test coordinator, test administrator) • Accommodations • Test design	• Manage users • Set and update student test format (PBT or CBT) • Manage student accommodations and accessibility features • Monitor test sessions and status	• Links to apps within NGSA system (NGSA TIDE, Test Delivery System, Reporting System) • Guides and supporting documents • Practice tests • Item type tutorials • Technology support and manuals
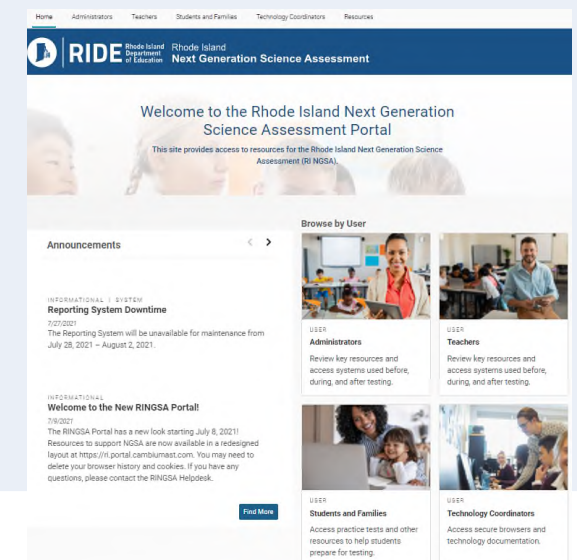
Changes for Spring 2022 NGSA Administration

- Test Coordinator Manual reorganized and shortened:
  - Organized chronologically by tasks.
  - Each section has a quick-reference checklist.
  - PBT Testing Appendix reorganized.
- Test Administrator Manual reorganized and shortened.
- Concurrent Testing Requirement :
  - The concurrent testing requirement was waived for 2021 due to required health and safety measures for schools (including room capacity) and distance learning scheduling during that time of the pandemic.
  - As in past years, for spring 2022 schools should again test all students in a grade in the same session at the same time (excluding make-ups). If you are concerned about your school's capacity, please reach out to RIDE to discuss your options.

RIDE Rhode Island Department of Education

Before Testing:

How to Prepare for NGSA Assessment

Testing Window and Session Length

- Districts / schools schedule within this state testing windows:

NGSA State Testing Window
April 25 – May 27, 2022

- Session information
    - All tests are **untimed**. The session times listed in the table below are *recommended*.
    - Students may continue testing beyond the scheduled testing session (extended time) if they are working productively.
    - Schools may plan for one short, supervised break per session (3-5 minutes) to be given at each test administrator's discretion.
    - Times below are for students testing: schools should plan for an additional 10 minutes for logging in, reading test directions, etc.

Session 1	Session 2
60 minutes	60 minutes

RIDE Rhode Island Department of Education

Session Scheduling

- Schedule sessions as early in the state testing window as possible:
  - Sufficient time for make-ups, especially if a student must quarantine.
  - Student mobility between schools/districts during a testing window.
- Plan opportunities for students to interact with the practice test before the testing window opens – especially students using accommodations or accessibility features:
  - Test administrators lead a practice test activity in their classrooms.
  - Schools conduct an infrastructure trial for one or more grades.
- Complete the Student Test Settings process as early as possible for all students – not just PBT
  - Helps plan out testing space required for certain accommodations (e.g., speech to text and 1:1 administration, small group)
  - Last-minute additions or changes (e.g., new students, IEP updates) are easier to manage

Test Environments

(see NGSA TCM and RISAP Test Coordinator Handbook)

- Plan for testing locations that are quiet and will not have interruptions by unauthorized personnel so that students can work productively.

- If testing in science or elementary classrooms, ensure that all science materials are covered or removed from walls, shelves, etc., per test security requirements for that testing day.

- Consider room set-up options that prevent students from seeing others' screens (test materials) and allow sufficient space for test administrators and proctors to move around the testing location as they actively monitor test administration.

Personnel: Roles, Responsibilities, and Training

Roles and Responsibilities

(see NGSA TCM for detailed tasks and RISAP TC Handbook for detailed requirements for role eligibility)

Role	Description
District Test Coordinator	• Coordinates, manages, and plans district-wide implementation of NGSA. • Completes required RIDE training and TA Certification Course. • Contact person to reach out to RIDE about testing irregularities. • Responsible for receiving and distributing individual student reports.
School Test Coordinator	• Coordinates, manages, and plans school-level implementation of NGSA. • Receives materials shipments, securely stores secure materials, tracks and manages test materials during testing, and affirms proper test administration. • Completes required RIDE training and TA Certification Course. • Trains test administrators, proctors, and other personnel involved in testing on test security and proper NGSA administration.
Technology Coordinator	• Coordinates and manages technology set-up, use, and close-out for NGSA administration • Provides technical assistance during testing for technology-related situations that arise • Must be trained in test security protocols and policies

All personnel involved with testing must be employees of the district or school and be trained in test security.
Test Coordinators and Test Administrators must be certified educators (including long-term substitutes).
Test Coordinators please ensure your contact information is up-to-date in the RIDE School Directory.

Roles and Responsibilities

(see NGSA TCM for detailed tasks and RISAP TC Handbook for detailed requirements for role eligibility)

Role	Description
Test Administrator	• Follows proper test security and administration protocols to administer test to students, including reading scripts, administering accommodations (e.g., human reader), actively monitoring test environments, and keeping track of all testing materials distributed and used during testing. • Must be trained in test administration and test security policies and protocols. • Must complete TA Certification Course.
Proctor	• Assists test administrator in actively monitoring test environment and ensuring test security during a testing session. Cannot be left alone with students while testing. • Does not read scripts, administer test, or collect secure test materials; may assist students with test platform. • Must be trained in test administration and test security policies and protocols.
Other personnel involved in testing	• Hall monitors and otherwise • Must be trained in test security policies and protocols • Cannot administer test and should not enter testing locations while testing occurs

All personnel involved with testing must be employees of the district or school and be trained in test security. Test Coordinators and Test Administrators must be certified educators (including long-term substitutes).

Training and Preparation Requirements

(see www.ride.ri.gov/Assessment-Training and the NGSA TCM for details)

- **Training Requirements**
  - All personnel involved with testing must be trained in test security.
  - Test coordinators must participate in RIDE's test coordinator trainings, and complete TA Certification Course in order to access the Test Delivery System (TDS).
  - Test administrators must be trained by school test coordinators and complete the TA Certification Course in order to access the TDS and administer the assessment.
  - Test administrators who will be administering accommodations must be trained in, review, and follow the proper preparation and administration protocols for those accommodations.
- **Affirmation of Test Security**
  - All personnel involved with testing must sign a statement affirming they will follow protocol for proper test administration and to maintain test security.
  - This statement may be included on the training sign-in sheet (example in TCM).
- **Receipt of Manual (or Test Security Section if not Test Administrator)**
  - All test administrators must receive the TAM.
  - Proctors should also receive the TAM for context and preparation.
  - All other personnel involved in testing must receive the Test Security Requirements section of the TAM (posted on RIDE's website).

Test Administrator Certification Course
(*https://ta-cert.cambiumast.com/courses/rhodeisland*)

- Online course accessed through the [Teachers page of the RI NGSA Portal](#)
- Step-by-step instructions and interactive elements covering:
  - Navigating the TA Interface
  - Approving students to test
  - Pausing and stopping a test session
  - Logging into the test as a student
- All Test Administrators (TAs) must complete the course prior to starting any test sessions:
  - Multiple viewing opportunities
  - Takes about 30 minutes to complete
  - Generates a certificate of completion
- Test coordinators are recommended to complete the course in case administer tests
- *Course covers the TDS only* – TAs still need to be trained in test administration, security, and accommodations (see the TCM and TAM)

SYSTEM 🔒

Test Administration Certification

Complete required training on using the TA Interface before administering tests.
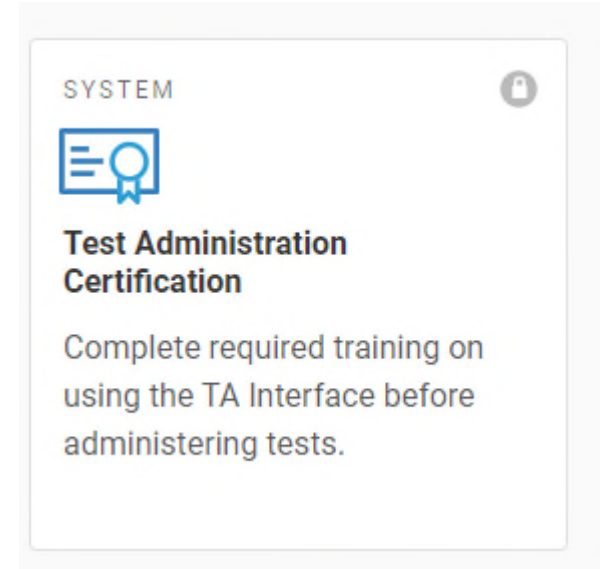
NGSA TIDE: Overview

NGSA TIDE Overview

- What is NGSA TIDE?
  - Online system for management of user and student information, ordering of paper materials, and test progress monitoring and management
  - Schools can update selected accessibility features and accommodations for each student through the student test settings feature

- NGSA TIDE User Accounts
  - RI NGSA uses a Single Sign-On System: your username and password for TIDE will be used for all other NGSA systems (e.g., Reporting, TDS, DEI).
    - Note: NGSA TIDE is *not the same* as the College Board TIDE used for PSAT10 and SAT School Day.
    - User accounts were rolled over / passwords reset in December 2021 – check your spam folder or use the "Request a new one for this school year" password reset link on the NGSA TIDE login page.
  - Account management:
    - RIDE creates District Test Coordinator accounts
    - District Test Coordinators create (manage, enable/restore) other district-level and school-level accounts
    - School Test Coordinators create (manage, enable/restore) test administrator accounts

User Accounts and Roles

- Each NGSA TIDE account has certain permissions as indicated in the table:
  - District Administrator role can perform all the tasks in NGSA TIDE.
  - Teacher role can access only those related to administration.
- In addition to limiting tasks, permissions limit scope:
  - A district-level user can work with data pertaining to that district.
  - A school-level user can work with data pertaining to that school.
- For a detailed list of user roles and associated permissions, see your *NGSA TIDE User Guide*.

Task	DA	SC	TE
Editing Student Settings	✓	✓	
Managing Rosters	✓	✓	✓
Adding User Accounts	✓	✓	
Adding User Accounts at the same level	✓		
Creating Appeals	✓	✓	
Running Participation Reports	✓	✓	✓
Printing Test Tickets	✓	✓	✓

NGSA TIDE User Dashboard
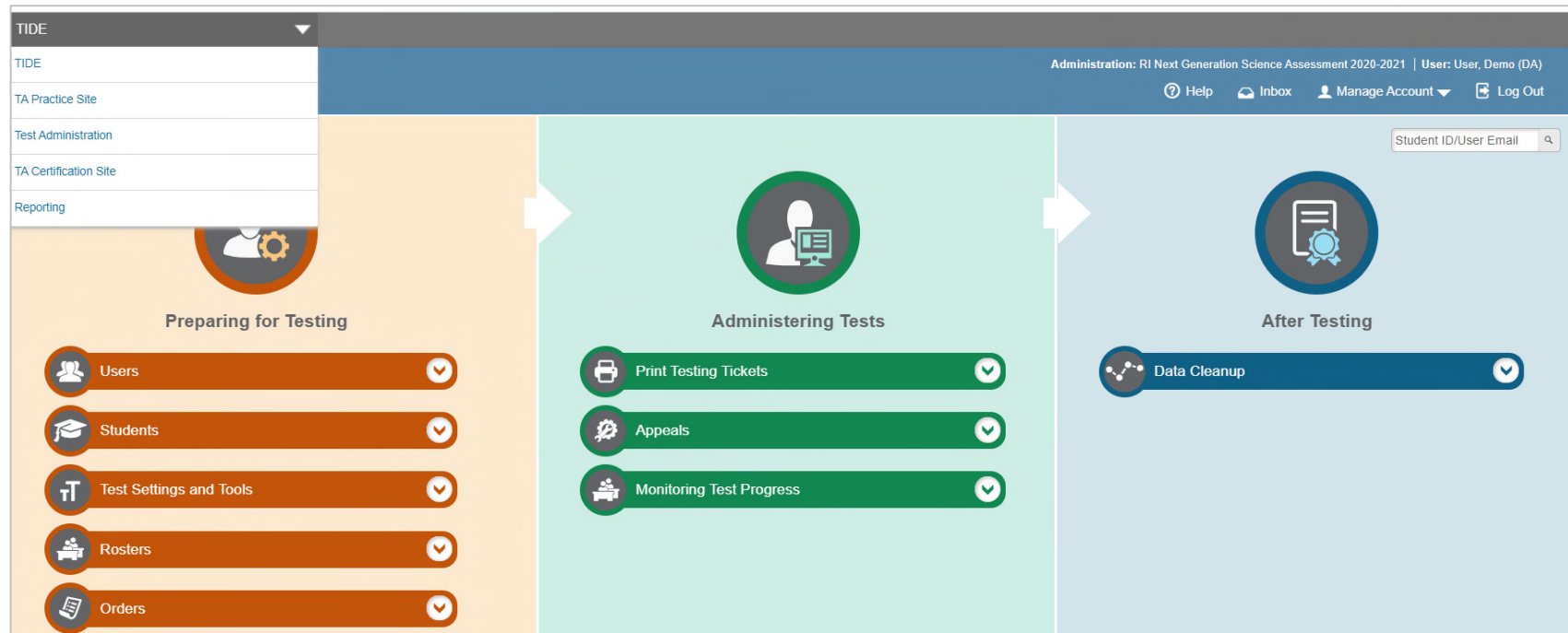
- TIDE User Dashboard is divided into three columns with tasks that vary depending on user role:
  - Preparing for Testing
  - Administering Tests
  - After Testing
- Once logged in, users can open the top-left dropdown menu to navigate between systems.

Forms and Uploads

- There are two main ways to add and edit information in NGSA TIDE.
  - Manually fill out the information in the form.
  - Create an upload file in Excel or CSV format (first download the correct template), and then upload that file to TIDE.

- See the *NGSA TIDE User Guide* for more information and step-by-step instructions.

Viewing Student Information

- There are two main ways to find students within NGSA TIDE:
  - **Search by SSID** on every page in top corner.
  - Use **View/Edit/Export Students** form to search for specific subsets (e.g., all 5th Grade Braille students to make sure that to order enough paper booklets).
- See the *NGSA TIDE User Guide* for more information and step-by-step instructions.

Student Test Settings Process

Student Participation

- All Rhode Island public school students in grades 5, 8, and 11 (including students in outplaced/out-of-state schools and first-year English Learners) are expected to take both sessions of the NGSA for their current grade level, *unless*:
  - Student participates in the alternate assessment (DLM) per the Special Education Census and IEP or 504 plan.
  - Student has an approved medical exemption from RIDE (see RISAP TC Handbook).
- Districts *must* ensure the following daily RIDE collections are accurate:
  - Enrollment Census (demographic information, LEP status, IEP status)
  - Special Education Census (alternate assessment indication)
  - LEP Census (first year EL status)
- Collections are the basis for *all* state assessment registrations, reporting, and accountability. Consequences for inaccurate data may include delays among other issues.

Student Registration

- RIDE uploads a file nightly to NGSA TIDE for all participating students
  - Began in Fall 2021 for the school year (same system as the Science Interim Assessments)
  - Depending on when updates are made in the district's student information system, changes may not be reflected in NGSA TIDE for 24-48 hours due to timing of district collections sent to RIDE.
  - Students with "3" (alternate assessment) in Special Education Census will take DLM. They may be visible in the NGSA TIDE system due to the Science Interim Assessments using the same platform – please be alert when assigning to rosters or otherwise.
- Students will be registered for NGSA in their enrolled school at their current grade level
  - Outplaced students registered in their outplacement school – sending districts *must* ensure grade level and school assignment are up-to-date
  - Homeschool students registered in the school assigned to them in the Enrollment Census (must have a SASID and must be coded "H")

Student Test Settings Process Overview

The Student Test Settings process is the assignment through NGSA TIDE of certain test supports to ensure 1) paper tests can be ordered and 2) embedded test supports loaded *well in advance of testing*.

- Paper test form* *(only for students with this accommodation in their IEP/504 plan)*:
  - Standard
  - Braille
  - Large print
- Accommodations *(only for students with accommodation in IEP/504 plans)*:
  - Braille edition
  - screen reader (TTS in English and Spanish)
  - human read aloud / human signer
  - permissive mode (for assistive technology)
  - Spanish**
  - print-on-demand**
- Accessibility features *(any students)*:
  - answer masking
  - color contrast
  - magnification
  - alternative mouse pointer
  - streamline mode

* Paper test forms orders must be submitted manually.
** Spanish paper tests need both 'Spanish' and 'Print-on-Demand' settings to be selected.

Accommodation Settings

- In order to receive any embedded or non-embedded accommodation, the IDEA Indicator or 504 Plan field *must* be set to **Yes**.
  - This information is transferred to NGSA TIDE in the nightly upload.
  - Make sure eRIDE is up to date.

IDEA Indicator: ○ BLANK ● Yes

*Section 504: Yes ▼

- Please ensure that students' accommodations and embedded (form-based) accessibility features are entered into NGSA TIDE *before* testing begins at your school.
  - Incorrect accommodations (including accommodations not administered properly) are a testing irregularity and may result in the invalidation for accountability purposes of student scores.
- *All* paper tests* will need to be entered into the system through the Data Entry Interface (DEI) after testing is completed.

* Print-on-demand is still considered a CBT test and student responses must be entered through their login into the Test Delivery System (TDS) during the test session: those responses cannot be entered through the DEI.

RIDE Rhode Island Department of Education

Student Settings and Tools

Tip: Just prior to test administration, print a "Student Settings and Tools Report" so test administrators can have a quick reference when verifying student test settings in the TA Interface.

Ordering Paper Testing Materials

- Window for ordering opens **March 7, 2022**
  - Braille, Large Print, and Standard paper tests available.
  - Reminder: confirm that the student has the non-embedded accommodation set properly in NGSA TIDE.

- Users place orders through the "Orders" task within the Preparing for Testing dashboard.
  - Enter the quantity needed for each of the materials needed.
  - If contact information is not uploaded for your school or district, you will not be able to proceed with an order.

Ordering Paper Testing Materials (continued)

- District administrators (DA role in NGSA TIDE) can check (and edit) shipping information for their district, and schools within their district.

- View Order History:
  - Tracking reports are available by selecting the truck icon.
  - Packing lists, manifests, and security checklists are available by selecting the report icon.

- The Order Details form includes:
  - Material Description
  - Expected Shipment Quantity
  - Approved Quantity
  - Awaiting Approval Quantity
  - Approval Status
    (this information is also available on the Order Quantity Reports)

Paper Test Accommodations FAQs

- **When will regular paper test materials be shipped?**
  - Paper tests should be shipped to participating districts by **April 13, 2022.**
  - District or school test coordinators are responsible for distributing test materials to the appropriate school.
  - *Note:* Spanish paper tests are printed at the time of testing by the test administrator/scribe using the Print-On-Demand accommodation.
- **When do paper test materials need to be returned?**
  - Student responses for all paper tests *must* be input into the DEI before paper test materials are packed and returned.
  - Paper tests should be returned following the directions in the test coordinator manual no later than **May 31, 2022** (three business days after the state test window ends).
  - The Test Coordinator is responsible for arranging the test materials pickup (as directed in the TCM) and should keep the receipt tabs for reference.

Emergency Accommodations: Paper Test Requests

If a student becomes injured and cannot take the test on the computer (concussion, for example) you can request a paper test even if the student does not have an IEP or does not have that accommodation in their IEP.

1. Contact RIDE (Kamlyn Keith or Heather Heineke) as soon as you know you will need an emergency accommodation paper test form.
   Do not include students' personally identifiable information (except SASID) in an email.

2. Once you have confirmed with RIDE, please place an order for the paper test booklet in NGSA TIDE and contact the RI NGSA Help Desk.

3. The RI NGSA Help Desk will work with the RI Program Team to set the non-embedded paper test accommodation for the student in NGSA TIDE.
   The student *must* have that non-embedded paper test accommodation set in NGSA TIDE to be eligible for the paper test.

4. The paper test booklet will be shipped directly to the school.

Note: All student responses must be entered into the Data Entry Interface (DEI) prior to the end of testing.

RIDE Rhode Island Department of Education

Spanish Paper Test Accommodation

(see the NGSA TCM, Appendix C and AAF Manual, Appendix J)

- Use "print-on-demand" for students who need to take a paper test in Spanish.
- Students will need the following settings in TIDE:
  - Print-On-Demand (embedded)
  - Spanish version (embedded)
  - Text magnification (if large print accommodation also needed)
  - Scribe (non-embedded)
  - 1:1 administration (non-embedded)
- Administration procedure (see the *Accommodations and Accessibility Features Manual, Appendix J* for guidance):
  - The student would login normally to the TDS and then items would be printed individually for the student to complete on paper.
  - The test administrator (scribe) would then enter the student's responses into the TDS exactly as indicated by the student on paper.
  - Once the student has completed that session, printed items should be immediately shredded since those pages are secure materials.

RIDE Rhode Island Department of Education

Accommodations Review

Ensure students have the correct assignments for:
- Test format (paper or online)
- IEP/504 Plan and/or LEP Status (via enrollment census)
- Embedded accommodations/accessibility features

Incorrect accommodations may result in invalidations

1. Login to NGSA TIDE

2. Locate the student(s):
   - Use "Find Student by ID" if you want to check individual students
   - "View/Edit/Export Students" search feature to search by grade/test, and/or accommodation/accessibility feature type to review any/all students meeting those parameters/filters

3. Review student test settings

Activity: NGSA TIDE

(see https://ri.portal.cambiumast.com/administrators.html for guide and link to site)

1. Login to NGSA TIDE site:
    https://ri.tide.cambiumast.com/

2. Find the following:
    - Account Profile
    - View/Edit/Export Users
    - View/Edit/Export Students
    - View Student Record
    - Order Materials
   - Adding New Rosters
    - Managing Test Progress

3. Log out
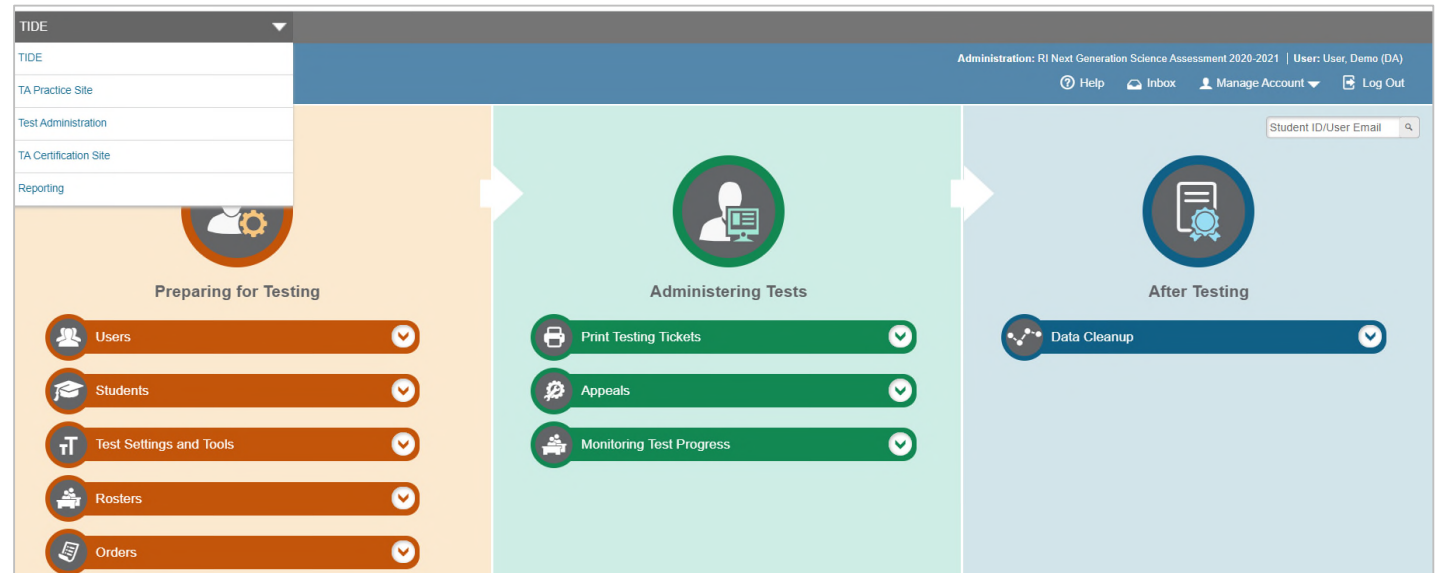
Preparing Technology

Technology Requirements
(see https://ri.portal.cambiumast.com/coordinators.html)

- Go to the RI NGSA Portal to:
  - Access point for all online systems (TIDE, TA Interface, Reporting)
  - Find testing resources, help desk information, announcements, and FAQs
  - Check device requirements
  - Download the Secure Browser
  - Access the Assistive Technology Manual for students using that accommodation

- Required technology:

Test Administrators	• Computer with internet to monitor testing sessions • Cell phone in case need to contact test coordinator due to testing irregularity
Students	• Computer or device for testing that meets the technical requirements for the Secure Browser App • Devices or accessories (e.g., headphones, assistive technology) for accommodations or accessibility features
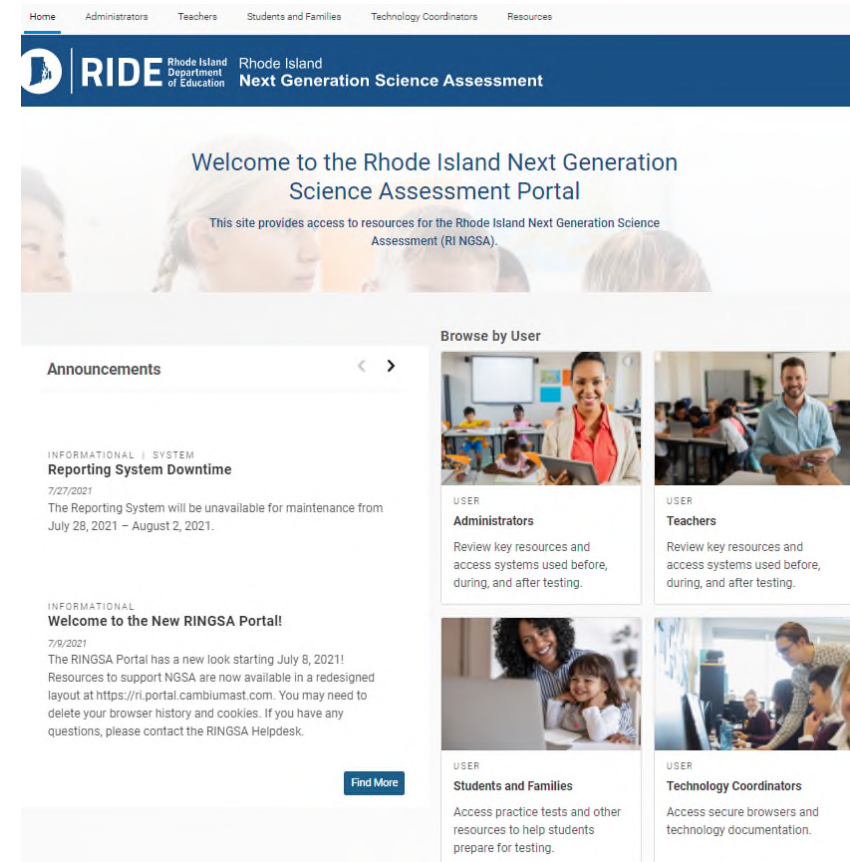
Secure Browser Information

- Designed to ensure test security by prohibiting students from accessing any other programs or websites during testing

- Download the latest secure browser from the portal to all devices that will be used for testing
  - The secure browser from any previous administration will no longer work.
  - Before taking the test, all applications must be closed or the browser will not launch.

- Students must use the secure browser to log in to the Student Interface of the TDS

Setting up Student Rosters in NGSA TIDE
(see the NGSA TIDE User Guide)

- Rosters can be created for any tested school year.

- Rosters are composed of groups of students associated with a teacher in a school, for example:
  - Entire classrooms in lower grades.
  - Individual course periods in upper grades.

- Students *do not* need to be in a roster in order to participate in testing.

- However, for the Reporting system (once testing is over), rosters must be created so users with the Teacher (TE) role can view student scores and data.

Test Security

Test Security: General Information and Policies

- A test irregularity is any action that results in non-standard test administration, including:
  - Improper administration, access to prohibited materials, incorrect accommodation, etc.
  - Certain kinds of testing interruptions (e.g., technology issue, student going home sick during testing).
  - Security breaches of any kind.
- Test irregularities may result in invalidating scores.
- Test security policies and requirements are outlined in the NGSA TCM and TAM.
- In some cases, Test Coordinators may be required to complete an "Appeal" in NGSA TIDE (covered in the 'During Testing' section of this training).

Testing irregularities and the reporting process are covered in more detail in the RISAP Overview Test Coordinator Training posted at www.ride.ri.gov/assessment-training.
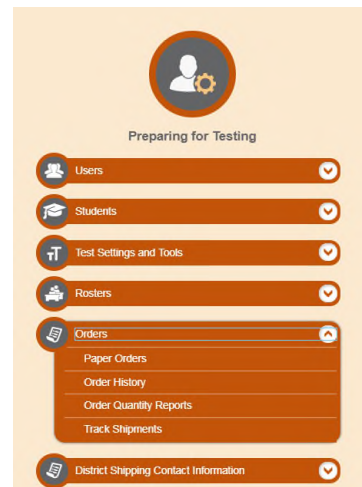
Test Security: Secure vs. Not Secure Materials

(for more details, review the NGSA TCM and the RISAP General State Policies Overview presentation)

Secure Materials	Not Secure Materials
Contain sensitive content (e.g., test items, student work/responses, student information, login information)	Available publicly or do not contain sensitive content
• CBT: Student testing tickets, all on-screen content, items printed through Print-On-Demand • PBT: Test & answer booklets • Any used scratch paper, accommodations, etc., with student writing or student work. • Student rosters and other reports/lists	• Manuals, guides • Blank scratch paper • Printed periodic table *(grades 8 and 11 only)* with no student writing • PBT rulers
• Stored in a secure, locked central location whenever not in use for testing, and otherwise never left unattended • Must be tracked using internal tracking forms and independent counts of testing materials (see NGSA TCM for sample tracking form) • Must be shipped back (test & answer booklets only) or else securely destroyed (shredded) after testing (see NGSA TCM)	• May be stored where convenient • Do not need to be tracked • May be recycled after testing

RIDE Rhode Island Department of Education

Test Security: Paper Materials and Testing Tickets

(see the NGSA TCM and TAM for details)

- *Paper test & answer booklet orders* must be submitted through NGSA TIDE – orders are not automatically fulfilled upon updates to student test settings.

- *Upon receipt of paper test & answer booklets*, inventory and store them in a secure central location.

- *Up to two days prior to testing:* print, inventory, and store student testing tickets in a secure central location.

- *Optional:* print rosters for your test administrators as an additional reference when beginning or completing testing

Test Security: Required / Permitted / Prohibited Materials
(see the NGSA TCM and TAM for detailed list)

- Ensure test administrators are clear on *when* students may use or access *which* materials during and after testing.

- Prepare materials ahead of time:
  - Ensure sufficient blank scratch paper and other tools for students.
  - Collect and/or assign supports and materials needed for students' accommodations.
  - Be clear on which materials *are* accommodations and which are *not*.
  - If grade 8 or grade 11 students will be using the printed periodic table from the RI NGSA Portal, download and print those sheets.
  - Print room signage (see Appendix A of NGSA TCM).

RIDE Rhode Island Department of Education

Students and Families

Students and Families
(https://ri.portal.cambiumast.com/families.html)

- Communication of expectations to students and families, emphasize purpose of NGSA as tool to assess overall learning:
  - Encourage families and students to try out the practice tests.
  - Emphasize how the district/school uses NGSA results to provide a better education and improve teaching and learning.
- Work with students and families to help them prepare for and be as comfortable as possible during testing:
  - Provide opportunities for students' interaction with items and test platform via the item type tutorials, practice tests, and calculators (grade 5; grade 8; grade 11).
  - Ensure students are familiar with using any accommodations needed, especially assistive technology.
  - Review the Technology Skills checklist (posted at www.ride.ri.gov/NGSA).
  - Encourage students and families to be involved in their education (see RIDE's Resources for Families page).

Activity: Reflections from Spring 2021

www.ride.ri.gov/TCTrainingNGSAReflection

Returning Test Coordinators - Share-out via Jamboard your reflections from Spring 2021 administration:

- What preparations were useful
- Scheduling and make-ups tips
- Room assignment/set-up/monitoring best practices
- Communications with educators
- Family involvement/communication efforts that supported engagement and participation
- Technology preparation and use

New Test Coordinators - Share-out via Jamboard reacting to the lessons learned that were shared by returning test coordinators:

- What is helpful that you might apply as you prepare for Spring 2022?
- What is something you perhaps had not yet considered?
- What are some questions you have for returning test coordinators?
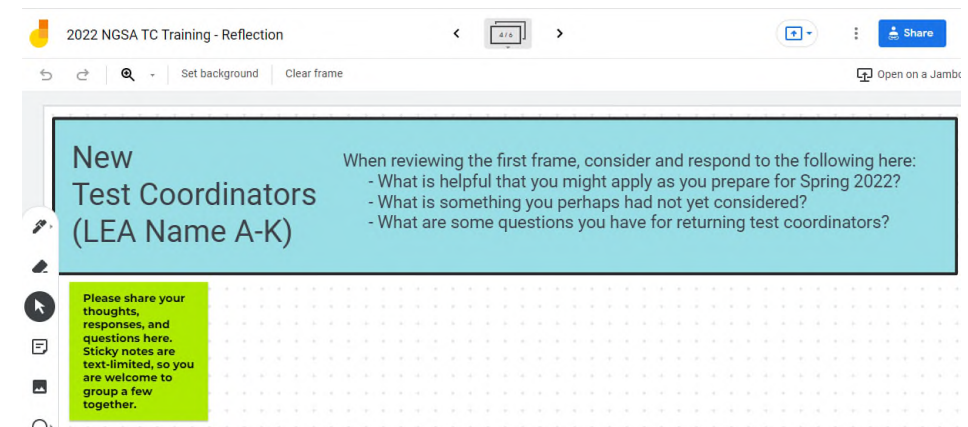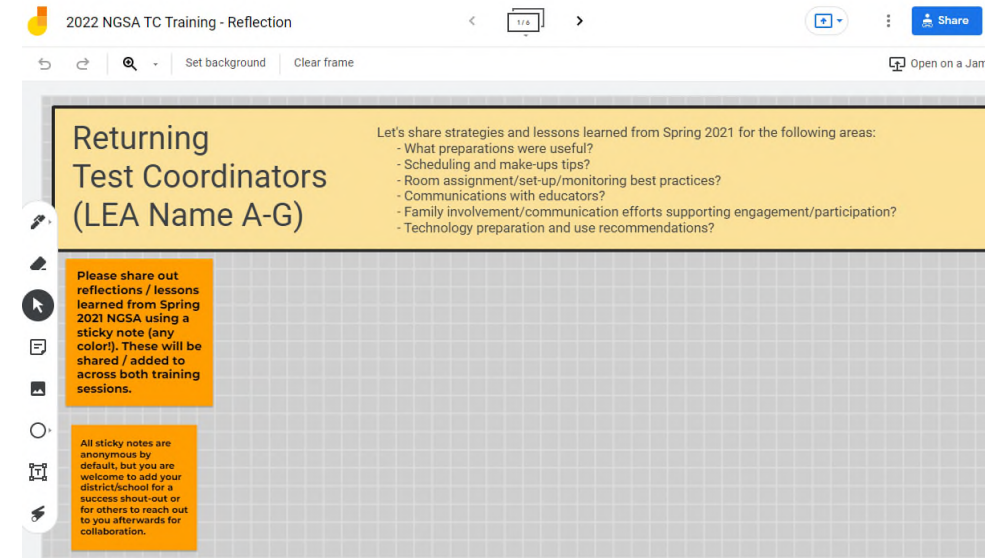
During Testing:

How to Administer NGSA Assessments

General Tasks During Testing

- Monitor test administration, test security, and investigate and report testing irregularities (see NGSA TCM and RISAP TC Handbook).

- Track secure testing materials, collect immediately after testing each day, and store securely whenever not in use for testing.

- Maintain list of students who require make-ups and schedule their make-up sessions accordingly. Review Participation Reports and other reports through NGSA TIDE.

- Be available to test administrators and proctors.

- Check and update student information (SIS) and accommodations (NGSA TIDE), if needed.

- If your school is selected for a monitoring visit, follow the appropriate procedure as noted in the RISAP TC Handbook (www.ride.ri.gov/TC).

NGSA TIDE: Participation Reports

- May be generated at the district or school level, depending on your user role

- Report should be generated for each test to obtain an accurate picture that reflects the testing status of all students for all tests in the school or district.

- Updated nightly at 5:00am
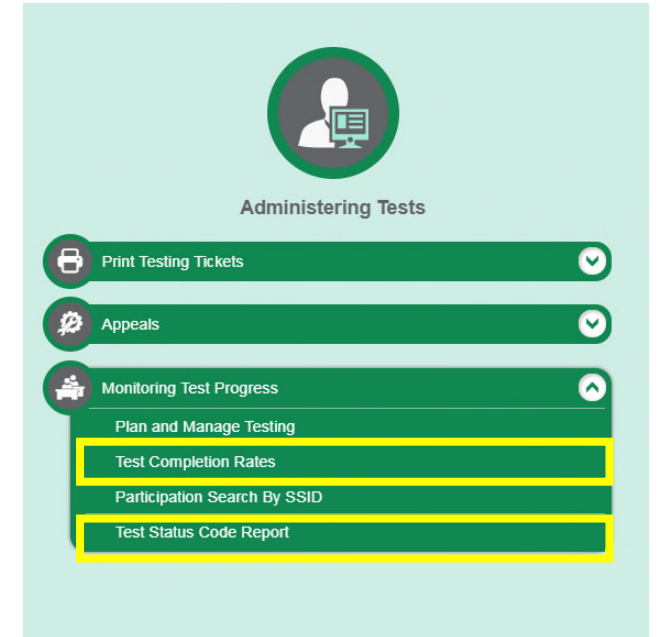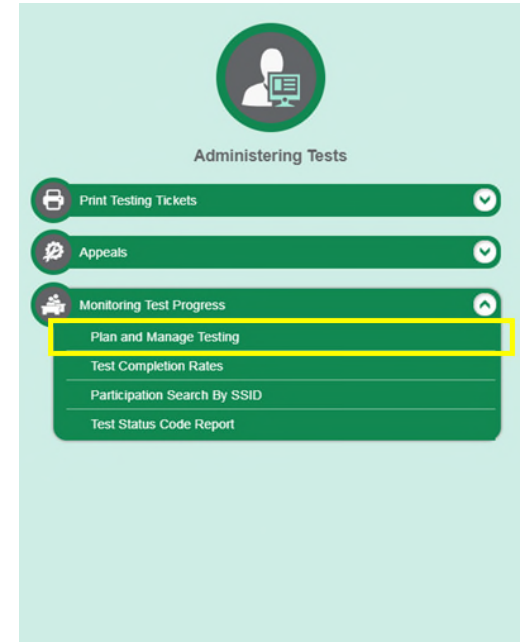
- **Test Completion Rates Report:** High-level reports used to summarize the number and percentage of students who have started or completed a test.

- **Test Status Code Report:** Specific report used to view each student's test status and all special codes for each of the tests the student is eligible.

NGSA TIDE: Other Reports

- Session level reports for District and School Users
  - Session ID
  - Results ID
  - Test expiration date

- New Test Session Status Report
  - Cumulative counts of the number of tests started, paused, and completed in a session or school

FAQs – Student Transfer/Arrival

- What do I do if a student *leaves* my school/district during the testing window?
  - If the student transfers to another Rhode Island school/district, the student's record will be automatically transferred in NGSA TIDE to the new school/district when they appear in that enrollment record.
  - If the student does not transfer to another Rhode Island school/district, their record will still be visible in your school/district in the reporting system if they have taken any items, otherwise their record will be removed when the nightly transfer removes the student from your district.

- What do I do if a student *enters* my school/district during the testing window?
  - RIDE recommends contacting the sending district to verify participation, as it may take a few days for the update to be visible in NGSA TIDE.
  - If you are able to locate the student within NGSA TIDE, you can check their record:
    - If the student already has taken both sessions, you are all set.
    - If the student has only taken one session, you need to administer the second session to them.

Test Security and Testing Irregularities

Test Security During Testing

- Track secure materials (testing tickets, test & answer booklets, used scratch paper) using the form in the TCM (pictured).
  - Ensure any items printed through the Print-on-Demand accommodation are securely destroyed (e.g., shredded) immediately once a test session has ended.

- Ensure all test administrators and proctors are actively monitoring while students are testing.

- Constant supervision of students while they have access to secure materials:
  - Students must never be left unattended while testing *or* while transitioning to a test completion room with their device.
  - Test administrators must be present at all times during testing; proctors cannot be left with students.

- No communication about test content with students, among educators, or with families.

Testing Irregularities

- Some testing interruptions are testing irregularities and need to be reported:
  - Technology issues that cause a delay of more than 15 minutes in testing.
  - Student becoming sick / leaving testing due to emergency.
- The following irregularities may result in invalidations (student scores and/or accountability):
  - Cell phone possession or use by students during testing (including listening to music after test completion).
  - Accommodations incorrectly given to student, or IEP/504 plan accommodations not given at all.
  - Lost or mislabeled student test booklets, testing tickets, or other secure materials.
  - Coaching, erasing, altering, or interfering with students' tests in any way.
  - Access to secure test materials by unauthorized persons prior to, during, or after testing.
- If any test irregularity occurs:
  - Correct and contain the incident at the district/school level.
  - District Test Coordinator must notify RIDE.
  - See the RISAP Test Coordinator Handbook for details about testing irregularity reporting and a form to use for your report.

Testing Irregularities: Appeals

Some testing irregularities may require the student's test be "appealed" within the NGSA TIDE system**, such as:

- A hardware malfunction
- Incorrect accommodation
- Missing accommodation
- A test was submitted incorrectly

*** Always contact RIDE first before beginning an appeal: some appeals are permanent.*

If *any* test irregularity occurs:

- Correct/contain the incident at the district/school level
- If appropriate, enter into the Appeals module of TIDE (RIDE will then complete the appeals process)
- District Test Coordinator must notify RIDE

APPEAL	PURPOSE / RESULT
Reset a Test	• Removes the test and scores from the system • Enables student to start a new test
Re-open a Test	• Allows for a test that has already been submitted in error or has expired to be re-opened
Grace Period Extension	• Granted if a test session is unexpectedly interrupted • Allows access to all previous responses
Restore a Test That Has Been Reset	• Returns a test from the Reset status to its prior status • Only allowed on tests that have been reset • A test can be restored if it was reset in error
Invalidate a Test	• Rarely Used • Eliminates the test • Student does not receive a score

NGSA TIDE: Creating Appeals

- Located in the Administering Tests column in TIDE:
  - Select the appeal type
  - Search for the student by SSID, Result ID, or Session ID
- Definitions for each of the appeal is available in the NGSA TIDE User Guide.
  - In addition to appeals, there are various functions that can be performed to restore, reset, or merge tests – if you need assistance, call the NGSA Help Desk.
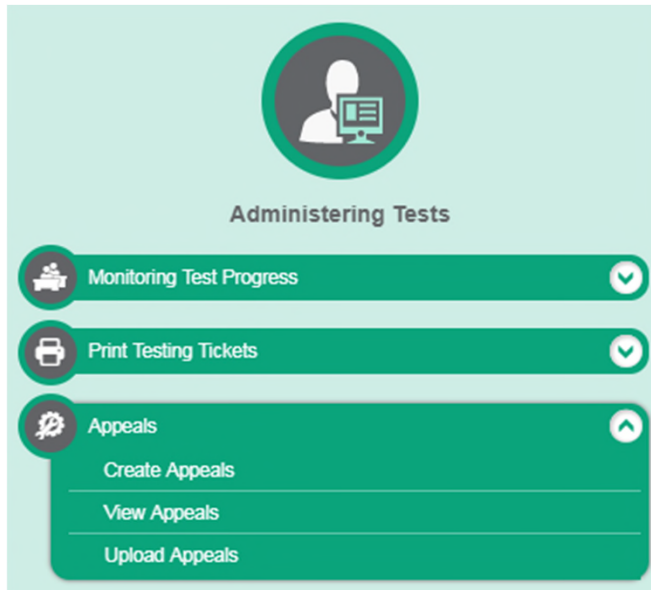
During Testing FAQs – Testing Interruptions

- **What do I do if one student's device has issues, but the student is logged in and the problem cannot be resolved within 15 minutes?**
  - Do not switch the student to another device unless told to do so by the NGSA Help Desk.
  - If you have contacted the NGSA Help Desk and the problem still cannot be resolved within 15 minutes, you should schedule the student to complete the session at a later time.
- **What do I do if many students are affected by a power/internet outage?**
  - Circumstances over which you have no control (e.g., power failures) may interrupt testing. The TAM includes instructions for test administrators to follow if an interruption occurs.
  - When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.
- **How do I know if there is a system-wide outage during testing (e.g., NGSA testing servers go down)? How is that handled?**
  - In the rare occurrence that the NGSA servers experience an outage, the NGSA Help Desk will email a notification to district and school test coordinators, and technology coordinators. A second email will be sent to schools and districts when service is restored.

RIDE Rhode Island Department of Education

FAQs – Testing Interruptions

- What do I do if there is a school emergency and students must leave the building?
  - Safety comes first. If it can be done safely, have students log out of the Secure Browser (CBT) or close test & answer booklets (PBT) before leaving the testing area.
- If a student becomes sick or otherwise is required to stop testing before they have submitted, what should I do?
  - The student should log out (CBT) or close their test & answer booklet with a piece of blank scrap paper marking their place (PBT, ideally writing down the item number) and the test administrator collect the student's testing materials.
  - The student (and family) should be informed that they should not discuss the test, that the student will resume testing after their return to school, and will only be allowed to work on test items that the student has not viewed or answered.

FAQs – Incorrect Accommodations

These FAQs apply to embedded accommodations/accessibility features. Any instance of an incorrect accommodation or accessibility feature (embedded or non-embedded) is considered a testing irregularity and must be reported.

- **If a student has just begun a session (has not taken any items) and has an incorrect accommodation** that needs to be updated:
  - The test administrator should direct the student to stop testing and sign out.
  - The test coordinator will need to update the student's test settings in NGSA TIDE.
  - The student should then login and resume testing using the same Session ID if possible.
  - Test coordinators are required to complete a test irregularity report and inform the student's family of the error and correction.
- **If a student has taken a portion of (or an entire) session and has an incorrect accommodation** that needs to be updated:
  - The test administrator should direct the student to stop testing and sign out.
  - Test coordinators must contact the student's family to explain what happened, and (if the student took the entire session or an entire test) confirm that the student may retake the session or test before submitting an Appeal request. An appeal resets the original test. The student would then receive a score and score report for the second attempt only, but the score may be invalidated for accountability purposes.
  - The test coordinator will need to update the student's test settings in NGSA TIDE, contact RIDE, then(if directed to do so) submit an Appeal to reset the test.
  - Once the Appeal has been approved, the student should then login and begin testing.
  - Test coordinators are required to complete a detailed test irregularity report for submission to RIDE.

RIDE Rhode Island Department of Education

Support During Testing

For Support During Testing, Contact…

LEA/District Test Coordinator	NGSA Help Desk	RIDE Assessment Office
• Testing schedule • Questions about school policies or protocols • School emergencies that affect testing • Unusual circumstances on test days • Violations of test security • Reporting irregularities • Anytime a test will be appealed	• NGSA TIDE • Secure Browser • TDS – Student Interface or TA Interface • Setting up rosters • Managing student data • Managing user accounts and passwords • Submitting additional materials orders	• Accommodations questions • General testing policies or protocols • School emergencies that affect testing • Unusual circumstances on test days • Violations of test security • Reporting irregularities • Anytime a test may need to be appealed

RIDE Rhode Island Department of Education

Contact Information

- NGSA Help Desk:
    - Phone: 1.866.757.9437
    - Email: rihelpdesk@cambiumassessment.com
    - RI NGSA Portal: https://ri.portal.cambiumast.com
    - Appendix B of NGSA TCM
    - Appendix D of NGSA TAM

- RIDE:
    - General questions: assessment@ride.ri.gov
    - NGSA policy, administration questions: Kamlyn.Keith@ride.ri.gov or 401-222-8413
    - NGSA accommodations questions: Heather.Heineke@ride.ri.gov or 401-222-8493
    - General NGSA test design questions: Erin.Escher@ride.ri.gov or 401-222-8168

After Testing:

How to Close Out NGSA Assessments

Materials Handling

- Destroy/shred secure student testing tickets, print-on-demand items, and anything with student writing (e.g., used scratch paper) except paper test booklets.

- Entry of paper tests into the Data Entry Interface (DEI; see next slide, and Appendix C of the TCM); transcription of paper tests (if needed).

- Recycle unused non-secure test materials.

- Schedule materials pick-up for any paper-based tests (see NGSA TCM, Appendix C).

Data Entry Interface

- Accessed through the RI NGSA Portal

- For students completing paper assessments, the test administrator (or test coordinator) must enter the student responses into the DEI or else the scores will not be recorded.

- 3 forms of paper tests will be available:
  - UEB Braille
  - Large Print
  - Standard Print

This applies to paper tests ordered directly through NGSA TIDE. Contact the RI NGSA Help Desk with questions about submitting responses to emergency paper tests.

Reminder: Print-on-demand items (e.g., Spanish paper test) cannot be entered into the DEI.

Close-Out

- Notify Technology Coordinator that all testing is done.
  - Optional: uninstall Secure Browser from student devices.
- Review enrollment for accuracy.
- If you have not already done so, create rosters in NGSA TIDE so that teachers may review their students' results in the NGSA Reporting System (see the NGSA TIDE User Guide).
- Principal completes the Principal's Certification of Proper Test Administration (PCPA) online by **May 31** (see NGSA TCM, Appendix A).
  - Note: test coordinators who are not the school principal may not complete the PCPA on behalf of the principal.
- Keep all records (training sign-in sheets, affirmations of test security, PCPA, etc.) on file at the school for 3 years.

Questions?

RIDE Team

General Inquiries: assessment@ride.ri.gov

Team Member	Specialty	Email	Phone
Kamlyn Keith *(Assessment Specialist)*	NGSA policies, testing irregularities	Kamlyn.Keith@ride.ri.gov	401-222-8413
Heather Heineke *(Assessment Specialist)*	NGSA accommodations questions	Heather.Heineke@ride.ri.gov	401-222-8493
Erin Escher *(Science Specialist)*	NGSA content	Erin.Escher@ride.ri.gov	401-222-8168
Phyllis Lynch, PhD *(Director: Office of Instruction, Assessment, and Curriculum)*	NGSA policies, testing irregularities	Phyllis.Lynch@ride.ri.gov	401-222-4693

Make sure you're on RIDE's Test Coordinator Listserv: archive and directions at www.ride.ri.gov/TC

RIDE Rhode Island Department of Education

NGSA Help Desk

- NGSA Help Desk:
  - Phone: 1.866.757.9437
  - Email: rihelpdesk@cambiumassessment.com
  - RI NGSA Portal: https://ri.portal.cambiumast.com
  - Appendix B of NGSA TCM
  - Appendix D of NGSA TAM

Register for email updates through the RI NGSA Portal's "Subscribe for Updates" button in footer of the site.

Thank you!